

1999 - 2000

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE CITY OF SAINT PAUL

AND

**THE CITY OF SAINT PAUL PROFESSIONAL
EMPLOYEES ASSOCIATION, INC.**

INDEX

ARTICLE	TITLE	PAGE
	Preamble	1
1	Recognition	2
2	Severance Pay	2
3	Management Rights	4
4	Maintenance of Standards	4
5	Check Off and Service Fee	5
6	Hours of Work and Overtime	5
7	Seniority	6
8	Working Out of Classification	8
9	Discipline	8
10	Legal Services	9
11	Grievance Procedure	9
12	Wages	13
13	Saving Clause	14
14	Insurance	14
15	Vacation	21
16	Holidays	22
17	City Mileage	23
18	Nondiscrimination	24
19	Parental Leave	24
20	No Strike, No Lockout	25
21	Sick Leave	25
22	Voluntary Unpaid Leave of Absence	26
23	Safety Footwear	26
24	Licensing and Certification Requirements	27
25	Duration and Effective Date.	27
	Appendix A	Al

PREAMBLE

This Agreement is entered into between the City of Saint Paul, hereinafter referred to as either the "Employer" or the "City," and the City of Saint Paul Professional Employees Association, Inc., hereinafter referred to as the "Association," for the purpose of fostering and promoting harmonious relations between the City and the Association in order that a high level of public service can be provided to the citizens of the City.

This Agreement attempts to accomplish this purpose by providing a fuller and more complete understanding on the part of both the City and the Association of their respective rights and responsibilities.

The provisions of this Agreement shall not abrogate the rights and/or duties of the Employer, the Association or the employees as established under the provisions of the Public Employment Labor Relations Act, Minnesota Statute CH.179A, as it may be amended from time to time.

ARTICLE 1 - RECOGNITION

- 1.1 The City recognizes the Association as the exclusive representative for The Classified Professional Employees Bargaining Unit, as certified by the State of Minnesota Bureau of Mediation Services, dated November 5, 1985, Case No. 85-PR-775-A.

Employees shall be included in this certification in accordance with the Public Employment Labor Relations Act, Minnesota Statute CH.179A, as it may be amended from time to time.

ARTICLE 2 - SEVERANCE PAY

- 2.1 The Employer shall provide two distinct severance pay plans as set forth in this Article.

Eligibility Requirements

- 2.2 To be eligible for either of the severance pay plans, an employee must meet the following requirements:

- 2.2(1) The employee must be voluntarily separated from City employment or have been subject to separation by lay-off or compulsory retirement. Those employees who are discharged for cause, misconduct, inefficiency, incompetency or any other disciplinary reason are not eligible for either of the severance pay plans.
- 2.2(2) The employee must file a waiver of re-employment with the Director of Human Resources, which will clearly indicate that by requesting severance pay, the employee waives all claims to reinstatement or re-employment (of any type), with the City.
- 2.2(3) The employee must have accumulated a minimum of eighty (80) days of sick leave credits at the time of his/her separation from service.

Severance Pay Plan 1

- 2.3 In addition to the requirements listed in 2.2, an employee must meet the following requirements:

- 2.3(1) The employee must have at least ten (10) years of consecutive service under the classified or unclassified Civil Service at the time of separation.
- 2.3(2) The maximum amount of money that any employee may obtain through this severance pay plan is \$7,000 to be calculated as set forth in Section 2.5 below.

ARTICLE 2 - SEVERANCE PAY (Continued)

Severance Pay Plan 2 (PERA Qualified)

- 2.4 Effective January 1, 1997, the Employer shall provide a severance pay plan as set forth in this Section 2.4. In addition to the requirements listed in 2.2, an employee must meet the following requirements:
- 2.4(1) The employee must be 58 years of age or older or be eligible for pension under the provisions of the Public Employees Retirement Association (PERA). The PERA eligibility rules also apply to employees covered by a public pension plan other than PERA.
 - 2.4(2) The employee must have at least twenty (20) years of service under the classified or unclassified Civil Service at the time of separation, the last five of which must be consecutive.
 - 2.4(3) The maximum amount of money that any employee may obtain through this severance pay plan is \$10,000 to be calculated as set forth in Section 2.5 below.
- 2.5 If an employee requests severance pay and if the employee meets the eligibility requirements set forth above, he/she will be granted severance pay in an amount equal to one-half of the daily rate of pay for the position held by the employee on the date of separation for each day of accrued sick leave.
- 2.6 For the purpose of this severance program, an employee who voluntarily separates from employment with the City of Saint Paul for employment with Independent School District No. 625 shall be eligible for severance pay if the employee meets the eligibility requirements set forth above.
- 2.7 For the purpose of this Article, for those employees hired by the City before October 1, 1997, employment in either the City or in the Independent School District No. 625 may be used in meeting the years of service requirement in either Section 2.3 or Section 2.4. Employees hired by the City on or after October 1, 1997 may not use employment in the Independent School District No. 625 in meeting the years of service requirement in either Section 2.3 or Section 2.4.
- 2.8 This severance pay program shall be subject to and governed by the provisions of City Ordinance No. 16303 except in those cases where the specific provisions of this Article conflict with said ordinance, and in such cases, the provisions of this Article shall control.

ARTICLE 2 - SEVERANCE PAY (Continued)

- 2.9 For the purpose of either severance pay plan, the death of an employee shall be considered as separation of employment and if the employee would have met all of the requirements set forth above, (at the time of his/her death), payment of the severance pay shall be made to the employee's spouse or estate.
- 2.10 Employees may qualify for either Severance Pay Plan 1 (Section 2.3) or Severance Pay Plan 2 (Section 2.4). An election by an employee to draw severance pay under one Section shall constitute a bar to drawing severance pay under any other provision set forth in this agreement.

ARTICLE 3 - MANAGEMENT RIGHTS

- 3.1 The Association recognizes the right of the Employer to operate and manage its affairs in all respects in accordance with applicable laws and regulations of appropriate authorities. The rights and authority which the Employer has not officially abridged, delegated or modified by this Agreement are retained by the Employer.
- 3.2 A public employer is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the Employer, its overall budget, utilization of technology, organizational structure and selection and direction and number of personnel.

ARTICLE 4 - MAINTENANCE OF STANDARDS

- 4.1 The parties agree that all conditions of employment relating to wages, hours of work, vacations and all other general working conditions, except as modified by this agreement, shall be maintained at not less than the highest minimum standard as set forth in the Civil Service Rules of the City of Saint Paul (Resolution No. 3250) and the Saint Paul Salary Plan and Rates of Compensation at the time of the signing of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

ARTICLE 5 - CHECK OFF AND SERVICE FEE

- 5.1 The Employer agrees to deduct the Association membership initiation fee assessments and, once each month, dues from the pay of those employees who individually request, in writing, that such deductions be made. The amounts to be deducted shall be certified to the Employer by a representative of the Association and the aggregate deductions of all employees shall be remitted together with an itemized statement to the representative by the first of the succeeding month after such deductions are made or as soon thereafter as is possible.
- 5.2 Any present or future employee who is not an Association member shall be required to contribute a fair share fee for services rendered by the Association. Upon notification by the Association, the Employer shall deduct said fee from the earnings of the employee and transmit the same to the Association. In no event shall the fair share fee exceed 85% of the regular membership dues. It is also understood that in the event the Employer shall make an improper fair share deduction from the earnings of an employee, the Association shall be obligated to make the Employer whole to the extent that the Employer shall be required to reimburse such employee for any amount improperly withheld. This provision shall remain operative only so long as specifically provided by Minnesota law and as otherwise legal.
- 5.3 The Association agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer under the provisions of this Article.

ARTICLE 6 - HOURS OF WORK AND OVERTIME

- 6.1 The normal hours of work for the employees shall be a minimum of seven and three-fourths (7 3/4) hours in any twenty-four (24) hour period and thirty-eight and three-fourths (38 3/4) hours in a seven (7) day period. For employees on a shift basis this shall be construed to mean a minimum average of thirty-eight and three-fourths (38 3/4) hours a week.
- 6.2 An employee working in a class title which is in Salary Grade 11 or below shall receive overtime compensation in accordance with the Fair Labor Standards Act (FLSA). The method of this compensation shall be determined solely by the Employer.

An employee working in a class title which is in Grade 12 or above and who, in other than normal circumstances, works more than their assigned normal work day or assigned normal work week shall receive compensatory time or pay on a straight time basis for the extra hours worked. The method of compensation shall be determined solely by the Employer.

ARTICLE 6 - HOURS OF WORK AND OVERTIME (Continued)

- 6.3 It is understood by the parties that Section 28H - Overtime Compensation of Resolution No. 3250 shall not apply to this unit.
- 6.4 Notwithstanding Article 6.1, employees may, through mutual agreement with the Employer, be assigned to a normal work day of up to nine and three-quarters (9 3/4) consecutive hours in a twenty-four (24) hour period and a normal work week of thirty-nine (39) hours in a seven (7) day period. Employees working more than their assigned hours shall receive compensation in accordance with Article 6.2, above.
- 6.5 For employees who wish to share a position, the employer will attempt to provide options for implementing a sharing arrangement. Such an arrangement must be mutually agreed upon by the Employer and the employees involved. Vacation, holiday and sick leave benefits for employees who share a position shall be pro-rated based upon the percent of hours worked. Health insurance benefits shall be administered in accordance with the provisions of Article 14 of this Agreement. In the event that one of the employees participating in the shared position is terminated or terminates employment, the Employer shall post the job sharing vacancy for a period of ten (10) days. If, at the end of ten (10) days, such vacancy cannot be filled, the Employer shall have the option of increasing the remaining employee's work hours.
- 6.6 Article 6.5 shall not be subject to the provisions of Article 11 of this Agreement.
- 6.7 The Employer may provide flex-time for those employees who request it. Employees working more than their assigned hours shall receive compensation in accordance with Article 6.2.
- 6.8 Effective 1/1/2000 the president of the Professional Employee's Association, shall receive straight-time pay for time spent in contract negotiation with the Employer.

ARTICLE 7 - SENIORITY

- 7.1 Seniority, for the purpose of this Agreement, shall be defined as follows: The length of continuous, regular and probationary service with the Employer from the date an employee was first certified and appointed to a class title covered by this Agreement, it being further understood that seniority is confined to the current class assignment held by an employee. In cases where two or more employees are appointed to the same class title on the same date, the seniority shall be determined by the employee's rank on the eligible list from which certification was made.

ARTICLE 7 - SENIORITY (Continued)

- 7.2 Seniority shall terminate when an employee retires, resigns or is discharged.
- 7.3 In the event it is determined by the Employer that it is necessary to reduce the work force, employees will be laid off by class title within each Department based on inverse length of seniority as defined in Article 7.1 above. The Human Resources Department will identify such least senior employee in the title in which there is to be a lay-off in the Department reducing positions, and shall notify said employee of his/her reduction from the Department. If there are any vacancies in that title in any other City Department, the Human Resources Department shall place the affected employee in such vacancy. If two or more vacant positions are available, the Human Resources Department shall decide which vacant position the affected employee shall fill.
- If no vacancy exists in such title, then the least senior employee in the City in such title shall be identified, and if the employee affected by the original Departmental reduction is more senior, he/she shall have the right to claim that position and the least senior employee in the City, in that title, shall be laid off. For the purpose of this Article, the Board of Education is not considered a City Department nor is a Board of Education employee considered a City employee.
- 7.4 In cases where there are promotional series, such as Engineer I, II, III, etc., when the number of employees in the higher titles is to be reduced, employees will be offered reductions to the highest title to which class seniority would keep them from being laid off, before layoffs are made by any class title in any Department.
- 7.5 Recall from layoff shall be in inverse order of layoff, except that recall rights shall expire after two years of layoff. It is understood that such employees will pick up their former seniority date in any class that they previously held.
- 7.6 To the extent possible, vacation period shall be assigned on the basis of seniority. It is however, understood that vacation assignment shall be subject to the ability of the Employer to maintain operations.
- 7.7 In the event the Employer believes it is necessary to merge, contract out or sub-contract any public work performed by employees covered by this Agreement which may lead to layoff, the Employer will notify the Union no less than forty-five (45) calendar days in advance. During the forty-five (45) days, the Employer will meet with the Union and discuss possible options to contracting out or ways and means to minimize the elimination of positions.

ARTICLE 8 - WORKING OUT OF CLASSIFICATION

- 8.1 Employer shall avoid, whenever possible, working an employee in an out-of-class assignment for a prolonged period of time. Any employee working an out-of-class assignment for a period in excess of fifteen (15) consecutive working days shall receive the rate of pay for the out-of-class assignment in a higher classification not later than the sixteenth (16th) day of such assignment. For purposes of this Article, an out-of-class assignment is defined as an assignment of an employee to perform, on a full time basis, all of the significant duties and responsibilities of a position different from the employee's regular position, and which is in a classification higher than the classification held by such employee. The rate of pay for an approved out-of-class assignment shall be the same rate the employee would receive if such employee received a regular appointment to the higher classification.

ARTICLE 9 - DISCIPLINE

- 9.1 The employer will discipline employees for just cause only. Discipline will be in the form of:

- 9.1(1) Oral Reprimand
- 9.1(2) Written Reprimand
- 9.1(3) Suspension
- 9.1(4) Reduction
- 9.1(5) Discharge

The listing above of 9.1(1) through 9.1(5) does not indicate that such forms of discipline must be progressive and in such order for any one employee.

- 9.2 Suspensions, reductions and discharges will be in written form.
- 9.3 Employees and the Association will receive copies of written reprimands and notices of suspension, reduction and discharge.
- 9.4 Employees shall have the right to examine all information in their personnel files. Files may be examined at reasonable times under supervision of the Employer.
- 9.5 Discharges will be preceded by a five (5) working day preliminary suspension without pay. During said period, the employee and/or Association may request and shall be entitled to a meeting with the Employer representative who initiated the suspension with intent to discharge. During said five (5) working day period, the Employer may affirm, modify or withdraw the suspension and discharge.
- 9.6 An employee to be questioned concerning an investigation of disciplinary action shall have the right to request that an Association representative be present.

ARTICLE 10 - LEGAL SERVICES

- 10.1 Except in cases of malfeasance in office or willful or wanton neglect of duty, the Employer shall defend, save harmless and indemnify an employee and/or his/her estate, against any claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance and scope of the employee's duties.
- 10.2 Notwithstanding Article 10.1, the Employer shall not be responsible for paying any legal service fee or for providing any legal service arising from any legal action where the employee is the Plaintiff.

ARTICLE 11 - GRIEVANCE PROCEDURE

- 11.1 The Employer shall recognize stewards selected in accordance with the Association rules and regulations as the grievance representative of the bargaining unit. The Association shall notify the Employer, in writing, of the names of the stewards and of their successors, when so named.
- 11.2 It is recognized and accepted by the Employer and the Association that the processing of grievances, as hereinafter provided, is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during working hours, only when consistent with such employee duties and responsibilities. The steward involved and a grieving employee shall suffer no loss in pay when a grievance is processed during working hours, provided the steward and the employee have notified and received the approval of their supervisor to be absent to process a grievance and that such absence would not be detrimental to the work programs of the Employer.
- 11.3 For the purposes of this Article 11, a grievance is defined as an alleged violation of the terms and conditions of this Agreement. The procedure established by this Article shall be the sole and exclusive procedure for the processing of grievances arising from this Agreement or arising from terms and conditions of employment in the City of Saint Paul Civil Service Rules and Salary Plan and Rates of Compensation.
- 11.4 A grievance shall be resolved in conformance with the following procedures:
- Step 1. Upon the occurrence of an alleged violation of this Agreement, the employee involved shall attempt, with or without the steward, to resolve the matter on an informal basis with the employee's supervisor. If the matter is not resolved to the employee's satisfaction by the informal discussion, the Association may refer the grievance to Step 2 by sending a written grievance to the Employer designated representative and a copy to the Office of Labor Relations. The written grievance shall set forth

ARTICLE 11 - GRIEVANCE PROCEDURE (Continued)

the nature of the grievance, the facts on which it is based, the specific sections of the Agreement alleged to be violated and the relief requested.

The Association shall refer the grievance to Step 2 within fourteen (14) work days of an alleged violation giving rise to such grievance, or the grievance shall be considered waived.

Step 2. The Employer designated representative shall, within seven (7) work days following receipt of the grievance, meet with the Association steward and attempt to resolve the grievance. The Association may refer the grievance to the Office of Labor Relations for Step 3 under the following conditions:

- a) Seven (7) work days have passed since the Employer received the written grievance and no meeting has occurred; or
- b) Seven (7) work days have passed since the meeting and the Employer has not responded; or
- c) the Employer has responded and the issue remains unresolved.

Any grievance not referred to Step 3 within fourteen (14) work days of the existence of any of the above three conditions shall be considered waived.

Step 3. A representative from the Office of Labor Relations shall, within seven (7) work days following receipt of a Step 3 grievance, meet with the Association's representative and the grievant and shall attempt to resolve the issue. The Association may request arbitration of the grievance to Step 4 if any of the above conditions (a, b or c) exist following the referral of the grievance to Step 3. If within fourteen (14) work days of the occurrence of the above listed conditions (a, b or c), the Association has failed to give written notice to the Office of Labor Relations of the Association's intent to refer the grievance to Step 4, the grievance shall be considered waived.

ARTICLE 11 - GRIEVANCE PROCEDURE (Continued)

Optional Mediation Step

1. If the grievance has not been satisfactorily resolved at Step 3, either the Union or the Employer may, within ten (10) calendar days, request mediation. If the parties agree that the grievance is suitable for mediation, the parties shall submit a joint request to the Minnesota Bureau of Mediation Services for the assignment of a mediator. Grievance mediation shall be completed within thirty (30) days of the assignment unless the parties mutually agree to lengthen the time limit.
2. Grievance mediation is an optional and voluntary part of the grievance resolution process. It is a supplement to, not a substitute for, grievance arbitration. When grievance mediation is invoked, the contractual time limit for moving the grievance to arbitration shall be delayed for the period of mediation.
3. The grievance mediation process shall be informal. Rules of evidence shall not apply and no record shall be made of the proceeding. Both sides shall be provided ample opportunity to present the evidence and argument to support their case. The mediator may meet with the parties in joint session or in separate caucuses.
4. At the request of both parties, the mediator may issue an oral recommendation for settlement. Either party may request that the mediator assess how an arbitrator might rule in this case.
5. The grievant shall be present at the grievance mediation proceeding. If the grievance is resolved, the grievant shall sign a statement agreeing to accept the outcome. Unless the parties agree otherwise, the outcome shall not be precedential.
6. If the grievance is not resolved and is subsequently moved to arbitration, such proceeding shall be de novo. Nothing said or done by the parties or the mediator during grievance mediation, with respect to their positions concerning resolution or offers of settlement, may be used or referred to during arbitration.

ARTICLE 11 - GRIEVANCE PROCEDURE (Continued)

Step 4. If the grievance remains unresolved at Step 3, the parties may arbitrate the grievance. The arbitration proceedings shall be conducted by an arbitrator who will be selected from a permanent panel of five (5) arbitrators within twenty (20) work days after notice has been given. This permanent panel of arbitrators shall be mutually agreed to by the Employer and the Association no later than the date this Agreement is signed by the Employer and the Association. In the event the Employer and the Association cannot mutually agree to five (5) arbitrators for the permanent panel, the parties will petition the Bureau of Mediation

Services for a list of ten (10) arbitrators for each panel member for which the parties did not mutually agree. The parties shall alternately strike names from such list(s), the Employer striking first, until one (1) name remains.

Vacancies occurring on the permanent panel during the life of this Agreement shall be filled by mutual agreement of the parties. If the parties cannot mutually agree, the vacancy shall be filled by the process noted in the preceding paragraph.

This arbitrator selection process shall be effective only for the duration of this Agreement unless both parties mutually agree to extend such provisions.

At any time prior to the opening of an arbitration hearing, the parties may mutually agree to utilize the assistance of the Bureau of Mediation Services to attempt to mediate a resolution of the dispute.

11.5 The time limits established in each step of the procedure may be extended by mutual agreement of the Employer and the Association.

11.6 The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.

ARTICLE 11 - GRIEVANCE PROCEDURE (Continued)

The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the Employer, the Association and the employees.

- 11.7 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Association, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record.

ARTICLE 12 - WAGES

- 12.1 Effective January 2, 1999 all salary rates applicable to titles in this bargaining unit shall be increased by 2 percent (2%).

Effective July 3, 1999 all salary rates applicable to titles in this bargaining unit shall be increased by 0.5 percent (0.5%).

- 12.2 Effective January 1, 2000 all salary rates applicable to titles in this bargaining unit shall be increased by 3 percent (3%)

- 12.3 The wage schedule, for purposes of this contract, shall be Appendix "A," attached hereto. Both parties agree that the inclusion of the classifications and salary ranges in Appendix "A" does not preclude the Employer from the following:

1. Reorganizing
2. Abolishing
3. Establishing new classifications
4. Regrading classifications
5. Reclassifying positions

- 12.4 Retroactive wage adjustments shall only apply to employees who were employed by the City as of the date of signing this Agreement with the exception of employees who have been laid off or retired from the City. This exception shall apply to this Agreement.

ARTICLE 13 - SAVINGS CLAUSE

- 13.1 This Agreement is subject to the laws of the United States and the State of Minnesota. In the event any provisions of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provisions shall be voided. All other provisions shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

ARTICLE 14 - INSURANCE

- 14.1 The insurance plans, premiums for coverages and benefits contained in the insurance plans offered by the Employer shall be solely controlled by the contracts negotiated by the Employer and the benefit providers. The Employer will attempt to prevent any changes in the benefits offered by the benefit providers. However, the employees selecting the offered plans agree to accept any changes in benefits which a specific provider implements. The Employer's Cafeteria Plan Document and IRS rules and regulations shall govern the Employer provided health and welfare benefit program. Employer contributions under this Article shall not be considered salary.
- 14.2 For the purpose of this Article, **full-time employment** is defined as appearing on the payroll an average of at least thirty-two (32) hours per week for the twelve (12) month period preceding the annual open enrollment or special enrollments or the six (6) month period preceding initial enrollment.

Three-quarter time employment is defined as appearing on the payroll an average of at least twenty-six (26) hours per week but less than thirty-two (32) hours per week for the twelve (12) month period preceding the annual open enrollment or special enrollments or the six (6) month period preceding initial enrollment.

Half-time employment is defined as appearing on the payroll an average of at least twenty (20) hours per week but less than twenty-six (26) hours per week for the twelve (12) month period preceding the annual open enrollment or special enrollments or the six (6) month period preceding initial enrollment.

ARTICLE 14 - INSURANCE (Continued)

- 14.3 Effective January 1, 1999, the Employer agrees to contribute for full-time employees \$300.00 per month toward the cost of the single insurance coverage, and \$352.04 per month toward the cost of family insurance coverage. For three-quarter time employees, the Employer's contribution shall be \$225.00 per month for single insurance coverage, and \$264.03 per month for family insurance coverage. For half-time employees, the Employer's contribution shall be \$150.00 per month for single insurance coverage, and \$176.02 per month for family insurance coverage. The maximum pre-tax dollar for life insurance shall be limited to the IRS qualification.
- 14.4 Effective January 1, 2000 the Employer agrees to contribute for full-time employees \$295.00 per month toward the cost of the single insurance coverage, and \$352.04 + 50% of the family premium increase per month toward the cost of family insurance coverage. For three-quarter time employees, the Employer's contribution shall be \$221.25 per month for single insurance coverage, and 75% of the full-time family amount per month for family insurance coverage. For half-time employees, the Employer's contribution shall be \$147.50 per month for single insurance coverage, and 50% of the full-time family amount per month for family insurance coverage. The maximum pre-tax dollar for life insurance shall be limited to the IRS qualification.
- 14.5 Notwithstanding Articles 14.3 and 14.4, an employee covered by this Agreement who was employed at least twenty (20) hours but less than thirty-two (32) hours per week during the month of December, 1988, shall receive the same contributions as a full-time employee. This Article 14.5 shall continue to apply only as long as such employee remains continuously employed at least twenty (20) hours but less than thirty-two (32) hours per week.
- 14.6 Under the "Cafeteria Plan" all eligible employees, regardless of the number of average hours worked, must select at least single coverage hospital-medical insurance and employee life insurance in an amount equal to the employee's annual salary to the nearest thousand dollars. Any unused portion of the Employer's contribution, for which an employee is eligible, is defined as unused benefit dollars, not salary, and shall be paid to the employee as taxable income. Such payment will be made during the month of December for the insurance year. For employees who terminate their employment with the City of Saint Paul, such payment shall be made within ninety (90) days following termination.

ARTICLE 14 - INSURANCE (Continued)

14.7 For employees who become disabled and are eligible for a disability pension from a retirement fund to which the City of Saint Paul has contributed, the Employer shall contribute toward the hospital-medical insurance program offered by the Employer in accordance with the retiree insurance provisions of this Agreement.

14.8 Employees who retire must meet the following conditions at the time of retirement in order to be eligible for the Employer contributions, listed in Sections 14.9 through 14.19 below, toward a health insurance plan offered by the Employer:

- 14.8(1) Be receiving benefits from a Public Employee Retirement Act at the time of retirement, and
- 14.8(2) Have severed his/her relationship with the City of Saint Paul for reasons other than misconduct.
- 14.8(3) Employment with School District No. 625 will not be counted toward the service requirement for employees hired after October 1, 1997, toward years of service for retiree health eligibility.

14.9 The definition of full-time, three-quarter time, and half-time shall be as per Section 14.2.

Early Retirees

14.10 This Section applies to employees who:

- 14.10 (1) Retire on or after January 1, 1996, and
- 14.10 (2) Have completed twenty (20) years full-time with the City of Saint Paul, and
- 14.10 (3) Were appointed prior to January 1, 1990, and
- 14.10 (4) Have not attained age sixty-five (65) at retirement, and
- 14.10 (5) Meet the terms set forth in Section 14.8 above, and
- 14.10 (6) Select a health insurance plan offered by the Employer.

Until such employees reach sixty-five (65) years of age, the Employer agrees to contribute a maximum of \$350.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. In addition, the Employer will contribute the cost for \$5,000 life insurance coverage until the retiree attains the age of sixty-five (65).

When such early retiree attains age sixty-five (65), the provisions of Section 14.12 shall apply.

ARTICLE 14 - INSURANCE (Continued)

14.11 This Section shall apply to employees who:

- 14.11 (1) Retire on or after January 1, 1996, and have completed twenty-five (25) years full-time with the City of Saint Paul, and
- 14.11 (2) Were appointed on or after January 1, 1990, and
- 14.11 (3) Have not attained age sixty-five (65) at retirement, and
- 14.11 (4) Meet the conditions of Section 14.8 above, and
- 14.11 (5) Select a health insurance plan offered by the Employer.

Until such employees reach sixty-five (65) years of age, the Employer agrees to contribute a maximum of \$300.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. In addition, the Employer will contribute the cost for \$5,000 life insurance until the retiree attains the age of sixty-five (65).

When such early retiree attains age sixty-five (65), the provisions of Section 14.15 shall apply.

Regular Retirees (Age 65 and over)

14.12 This Section shall apply to full-time employees who:

- 14.12 (1) Retire on or after January 1, 1996, and
- 14.12 (2) Were appointed prior to January 1, 1990, and
- 14.12 (3) Have completed twenty (20) years full-time with the City of Saint Paul, and
- 14.12 (4) Have attained age sixty-five (65) at retirement, and
- 14.12 (5) Meet the conditions of Section 14.8 above, and
- 14.12 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$500.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

14.13 This Section shall apply to three-quarter time employees who:

- 14.13 (1) Retire on or after January 1, 1996, and
- 14.13 (2) Were appointed prior to January 1, 1990, and
- 14.13 (3) Have completed twenty (20) years with the City of Saint Paul and must have been eligible for benefits and enrolled in the City's medical plan for the five (5) years prior to retirement, and
- 14.13 (4) Have attained age sixty-five (65) at retirement, and
- 14.13 (5) Meet the conditions of Section 14.8 above, and

ARTICLE 14 - INSURANCE (Continued)

14.13 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$375.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

14.14 This Section shall apply to half-time employees who:

- 14.14 (1) Retire on or after January 1, 1996, and
- 14.14 (2) Were appointed prior to January 1, 1990, and
- 14.14 (3) Have completed twenty (20) years with the City of Saint Paul and must have been eligible for benefits and enrolled in the City's medical plan for the five (5) years prior to retirement, and
- 14.14 (4) Have attained age sixty-five (65) at retirement, and
- 14.14 (5) Meet the conditions of Section 14.8 above, and
- 14.14 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$250.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

14.15 This Section shall apply to full-time employees who:

- 14.15 (1) Retire on or after January 1, 1996, and
- 14.15 (2) Were appointed on or after January 1, 1990, and
- 14.15 (3) Have completed twenty (20) years full-time with the City of Saint Paul, and
- 14.15 (4) Have attained age sixty-five (65) at retirement, and
- 14.15 (5) Meet the conditions of Section 14.8 above, and
- 14.15 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$300.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

14.16 This Section shall apply to three-quarter time employees who:

- 14.16 (1) Retire on or after January 1, 1996, and
- 14.16 (2) Were appointed on or after January 1, 1990, and prior to January 1, 1996, and

ARTICLE 14 - INSURANCE (Continued)

- 14.16 (3) Have completed twenty (20) years with the City of Saint Paul and must have been eligible for benefits and enrolled in the City's medical plan for the five (5) years prior to retirement, and
- 14.16 (4) Have attained age sixty-five (65) at retirement, and
- 14.16 (5) Meet the conditions of Section 14.8 above, and
- 14.16 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$225.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

14.17 This Section shall apply to one-half time employees who:

- 14.17 (1) Retire on or after January 1, 1996, and
- 14.17 (2) Were appointed on or after January 1, 1990, and prior to January 1, 1996, and
- 14.17 (3) Have completed twenty (20) years with the City of Saint Paul and must have been eligible for benefits and enrolled in the City's medical plan for the five (5) years prior to retirement, and
- 14.17 (4) Have attained age sixty-five (65) at retirement, and
- 14.17 (5) Meet the conditions of Section 14.8 above, and
- 14.17 (6) Select a health insurance plan offered by the Employer.

The Employer agrees to contribute up to a maximum of \$150.00 per month toward the cost of single or family health insurance coverage. Any unused portion shall not be paid to the retiree. No life insurance coverage will be provided.

14.18 In the event of reduction of hours of employment for budgetary reasons during the last twelve (12) months of employment, the eligibility will be determined by the previous forty-eight (48) months before the reduction.

14.19 Employees who have completed twenty (20) years of full-time service with the City of Saint Paul and reduce to part-time prior to retirement and who are eligible and enrolled in the City's medical plan continuously until retirement shall be eligible for full-time benefits at retirement.

14.20 The following list of employees is a good faith effort by the City and the Association to identify employees, as of this contract date, who were hired prior to January 1, 1990, and who have less than twenty (20) years of service upon reaching the age of sixty-five (65). The intention of the parties is to include only those employees that are represented by the Association prior to January 1, 1996, and are still employed by the City as of the signing of this Agreement.

ARTICLE 14 - INSURANCE (Continued)

- 14.20(1) The following employees will qualify for up to the following dollar amounts at the age of sixty-five (65) with a minimum of ten (10) years of service. The requirements of Section 14.8 must be met by the employee. If any of the following employees choose to continue their employment beyond age sixty-five (65) with twenty (20) years of service with the City, they may qualify as provided for under this Agreement.

Harriet Copeland	\$250.00
Marilyn Rehnberg	\$250.00
Carolyn Sorenson	\$125.00
Karen Koeppe	\$187.50
Pat Weisman	\$125.00

Survivor Insurance

- 14.21 The surviving spouse of an employee carrying family coverage at the time of his/her death due to a job connected injury or illness, which was determined to have arisen out of and in the course of his/her employment under worker's compensation law, shall continue to be eligible for City contribution in the same proportions as is provided for retired employees.

In the event of the death of an early retiree or a regular retiree, the dependents of the retiree shall have the option, within thirty (30) days, to continue the current hospitalization and medical benefits which said dependents previously had, at the premium and Employer contribution accorded to the eligible deceased retiree.

It is further understood that coverage shall cease in the event of:

- 14.21(1) Subsequent remarriage of the surviving spouse of the deceased employee or retiree.
- 14.21(2) The employment of the surviving spouse or dependent where health insurance is obtained through a group program provided by said Employer. In this event, however, the surviving spouse or dependent shall have the right to maintain City health insurance for the first ninety (90) days of said employment.
- 14.22 A retiree may not carry his/her spouse as a dependent if such spouse is also a City retiree or City employee and eligible for and is enrolled in the City health insurance Program.

ARTICLE 14 - INSURANCE (Continued)

- 14.23 The contributions indicated in Article 14 shall be paid to the Employer's third party administrator.
- 14.24 Employees covered by this Agreement shall be eligible to participate in the Flexible Spending Account as offered by the Employer. The service fee charged to participating employees shall be paid 50% by the employee and 50% by the Employer.
- 14.25 Employees covered by this Agreement shall be eligible to participate in the Dependent Care Reimbursement Account offered by the Employer. The service fee charged to participating employees shall be paid by the Employer.

ARTICLE 15 - VACATION

- 15.1 In each calendar year, each Full-Time employee shall be granted vacation according to the following schedule:

Years of Service	Vacation Granted
Year one through year seven	15 days
Year eight through year fifteen	22 days
Year sixteen through year nineteen	25 days
Year twenty and beyond	26 days

This vacation schedule is effective as of January 1, 1995. Employees who work less than full-time shall be granted vacation on a pro-rata basis.

- 15.2 Effective January 1, 2000, the following schedule will apply to full-time employees:

Years of Service	Vacation Granted
Year one through year four	15 days
Year five through seven	18 days
Year eight through year fifteen	22 days
Year sixteen through year nineteen	25 days
Year twenty and beyond	26 days

- 15.3 The Department Head may permit an employee to carry over into the following year up to fifteen (15) days vacation.

ARTICLE 15 - VACATION (Continued)

- 15.4 The above provisions of vacation shall be subject to the Saint Paul Salary Plan and Rates of Compensation, Section I, Subdivision H.
- 15.5 If an employee has an accumulation of sick leave credits in excess of one hundred and eighty days, he/she may convert any part of such excess to vacation at the rate of one-half day of vacation for each day of sick leave credit. No employee may convert more than ten (10) days of sick leave in each calendar year under this provision.
- 15.6 Employees may request compensation in cash for up to one week of unused vacation annually. Payment will be at the discretion of the Department Head and additionally, limited by the availability of funds in the Department's Budget. Article 15.5 shall not be subject to the provisions of Article 11 of this Agreement.

ARTICLE 16 - HOLIDAYS

- 16.1 Holidays recognized and observed. The following days shall be recognized and observed as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Two floating holidays	

Eligible employees shall receive pay for each of the holidays listed above, on which they perform no work. Whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

- 16.2 The floating holidays set forth in Section 16.1 above may be taken at anytime during the contract year, subject to the approval of the Department Head of the employee.

ARTICLE 16 - HOLIDAYS (Continued)

- 16.3 **Eligibility Requirements.** In order to be eligible for a holiday with pay, an employee's name must appear on the payroll the last scheduled working day before the holiday and the first scheduled working day after the holiday. Part-Time employees will receive pro-rated holiday pay if they appear on the payroll any six of the nine days preceding the holiday or on the last working day before the holiday and any three days of the preceding nine days before the holiday. It is further understood that neither temporary nor other employees, not heretofore eligible, shall receive holiday pay.
- 16.4 Employees required to work on a holiday shall be compensated in accordance with Section II of the Saint Paul Salary Plan and Rates of Compensation.

ARTICLE 17 - CITY MILEAGE

- 17.1 **Automobile Reimbursement Authorized:** Pursuant to Chapter 33 of the Saint Paul Administrative Code, as amended, pertaining to reimbursement of City officers and employees for the use of their own automobiles in the performance of their duties, the following provisions are adopted.
- 17.2 **Method of Computation:** To be eligible for such reimbursement, all officers and employees must receive written authorization from the Department Head.

Type 1. If an employee is required to use his/her own automobile OCCASIONALLY during employment, the employee shall be reimbursed at the rate of \$4.00 per day for each day the employee's vehicle is actually used in performing the duties of the employee's position. In addition, the employee shall be reimbursed \$0.20 per mile for each mile actually driven.

If such employee is required to drive an automobile during employment and the Department Head or designated representative determines that an employer vehicle is available for the employee's use but the employee desires to use his/her own automobile, then the employee shall be reimbursed at the rate of \$0.20 per mile driven and shall not be eligible for any per diem.

ARTICLE 17 - CITY MILEAGE (Continued)

Type 2. If an employee is required to use his/her own automobile REGULARLY during employment, the employee shall be reimbursed at the rate of \$4.00 per day for each day of work. In addition, the employee shall be reimbursed \$0.20 per mile for each mile actually driven.

If such employee is required to drive an automobile during employment and the Department Head or designated representative determines that an employer vehicle is available for the employee's use but the employee desires to use his/her own automobile, then the employee shall be reimbursed at the rate of \$0.20 per mile driven and shall not be eligible for any per diem.

17.3 The City will provide parking at the Civic Center Parking Ramp for City employees on either of the above mentioned types of reimbursement plans who are required to have their personal car available for City business. Such parking will be provided only for the days the employee is required to have his/her own personal car available.

17.4 **Rules and Regulations:** The Mayor shall adopt rules and regulations governing the procedures for automobile reimbursement, which regulations and rules shall contain the requirement that recipients shall file daily reports indicating miles driven and shall file monthly affidavits stating the number of days worked and the number of miles driven and further require that they maintain automobile liability insurance in amounts of not less than \$100,000/\$300,000 for personal injury and \$25,000 for property damage or liability insurance in amounts not less than \$300,000 single limit coverage, with the City of Saint Paul named as an additional insured. These rules and regulations, together with the amendment thereto, shall be maintained on file with the City Clerk.

ARTICLE 18 - NONDISCRIMINATION

18.1 The terms and conditions of this Agreement will be applied to employees equally without regard to, or discrimination for or against, any individual because of race, color, creed, religion sex, age, sexual orientation, disability, national origin or because of membership or non-membership in the Association.

18.2 Employees will perform their duties and responsibilities in a nondiscriminatory manner as such duties and responsibilities involve other employees and the general public.

18.3 Employees covered by this contract will be covered by the City policy regarding nondiscrimination and sexual harassment, as well as applicable local, state and federal laws.

ARTICLE 19 - PARENTAL LEAVE

- 19.1 A twelve (12) month Parental leave-of-absence without pay shall be granted to a natural parent or an adoptive parent, who requests such leave in conjunction with the birth or adoption of a child. Such leave may be extended an additional twelve (12) months by mutual agreement between the employee and the Employer. Refusal on the part of the Employer to grant an extension of such leave shall not be subject to the provisions of Article 11 of this Agreement. Employees who return following such leaves of absence shall be placed in a position of equivalent salary and tenure as the one held just prior to the beginning of their leave.
- 19.2 Leave-of-absence for the adoption of a child or for paternity leave shall be in accordance with applicable laws.
- 19.3 In case of an employee adoption of a child up to five (5) years of age, employees shall be permitted to carry over into the following fiscal year up to eighty (80) additional hours of accrued vacation time each year up to a total of two hundred forty (240) hours. This Article 19.3 shall apply only to one City employee in the event that both adoptive parents are City employees.

ARTICLE 20 - NO STRIKE, NO LOCKOUT

- 20.1 The Association and the Employer agree that there shall be no strikes, work stoppages, slow-downs, sitdowns, stay-ins or other concerted interference with the Employer's business or affairs by any of said Association and/or members thereof, and there shall be no bannering during existence of this Agreement without first using all possible means of peaceful settlement of any controversy which may arise. Employees engaging in same shall be liable for disciplinary action.

ARTICLE 21 - SICK LEAVE

- 21.1 Sick leave shall be earned and granted in accordance with the Civil Service Rules. The accrual rate for eligible employees shall be .0576 of a working hour for each full hour on the payroll, excluding overtime.
- 21.2 In the case of a serious illness or disability of an employee's child, parent or household member, the Department Head shall grant leave with pay in order for the employee to care for or make arrangements for the care of such sick or disabled persons. Such paid leave shall be drawn from the employee's accumulated sick leave credits. Use of such sick leave shall be limited to forty (40) hours per incident.

ARTICLE 21 - SICK LEAVE (Continued)

- 21.3 Any employee who has accumulated sick leave credits, as provided in the Civil Service Rules, shall be granted up to three days of sick leave to attend the funeral of the employee's grandparent or grandchild.
- 21.4 Pregnant employees of the City of Saint Paul shall be eligible for the use of paid sick leave and unpaid leave-of-absence in the same manner as any other disabled or ill City employee. Such paid sick leave eligibility shall begin upon certification by the employee's attending physician that the employee is disabled in terms of her ability to perform the duties of her position.
- 21.5 The Department Head or the Human Resources Director may require a physician's certificate or additional certificates at any time during an employee's use of sick leave for the purposes stated in 21.2 above. All such certificates shall be forwarded by the appointing officer to the Human Resources Office. If an employee is absent because of the provisions of Article 21.2 above for three (3) or fewer calendar days he/she shall submit to the Department Head a certificate signed by the employee stating the nature of the child, parent or household member's sickness. If the sickness continues for more than three (3) calendar days, no further sick leave shall be granted unless or until a physician is consulted. The sick leave may be continued from and include the day of consultation, but only if a certificate signed by the physician certifying to the nature and period of the person's sickness is submitted and approved by the Department Head and forwarded to the Human Resources Office.
- 21.6 No sick leave shall be granted for the above reasons unless the employee reports to his/her Department Head the necessity for the absence not later than one-half hour after his/her regularly scheduled time to report for work, unless he/she can show to the satisfaction of the Department Head that the failure to report was excusable.
- 21.7 An employee shall be paid under the provisions of this paragraph only for the number of days or hours for which he/she would normally have been paid if he/she had not been on sick leave.

ARTICLE 22 - VOLUNTARY UNPAID LEAVE-OF-ABSENCE

- 22.1 A Full-Time employee may be granted up to four hundred eighty (480) hours of voluntary leave-of-absence without pay during the fiscal year. During such leave-of-absence, the employee shall continue to earn and accrue vacation and sick leave, seniority credits and maintain insurance eligibility as though he/she was on the payroll. Any leave-of-absence granted under this provision is subject to the approval of the Department Head.

ARTICLE 23 - SAFETY FOOTWEAR

- 23.1 For those employees required by the Employer to wear safety shoes or boots, the Employer agrees to contribute \$50.00 per calendar year toward the repair, replacement or purchase of such shoes or boots. During the life of this Agreement, Employees may accrue a total of \$100.00 for the purchase, replacement or repair of such shoes or boot.
- 23.2 Fire Protection Engineers who are required to wear a specified uniform shall receive an allowance of \$394.25 per calendar year, from the Fire Department. For this Agreement, Fire Protection Engineers shall also receive a retroactive uniform allowance of \$256.10 for 1998.

ARTICLE 24 - LICENSING/CERTIFICATION REQUIREMENTS

- 24.1 The City shall pay or reimburse the employee for all continuing education tuition costs that are required for any employee to maintain his or her license or registration as mandated in the employee's job description. The minimum qualifications will determine whether the professional license or registration is a mandatory job requirement.

ARTICLE 25 - DURATION AND EFFECTIVE DATE

- 25.1 Except as herein provided, this Agreement shall be effective as of January 1, 1999, and shall continue in full force and effect through December 31, 2000, and thereafter until modified or amended by mutual agreement of the parties. Either party desiring to amend or modify this Agreement shall notify the other in writing so as to comply with the provisions of the Public Employment Labor Relations Act, Minnesota Statute CH. 179A, as it may be amended from time to time.
- 25.2 This constitutes a tentative agreement between the parties which will be recommended by the Director of Labor Relations, but is subject to the approval of the Administration of the City, the City Council and is also subject to ratification by the Association.

WITNESSES:

CITY OF SAINT PAUL

CITY OF SAINT PAUL
PROFESSIONAL EMPLOYEES
ASSOCIATION, INC.

Joe Reid
Director of Financial Services

Steven R. Roy, President

Mike Wilde, Business Representative

DATED: May_____, 1999

APPENDIX A

GRADE 001

407A CHILD CARE ENRICHMENT INSTRUCT

	A	B	C	D	E	F	G	10-yr.	15-yr.	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1/02/99	1021.90	1062.97	1106.34	1159.91	1218.11	1280.84	1342.41	1384.66	1423.39	
7/03/99	1027.01	1068.28	1111.87	1165.71	1224.20	1287.24	1349.12	1391.58	1430.51	
1/01/00	1057.82	1100.33	1145.23	1200.68	1260.93	1325.86	1389.59	1433.33	1473.43	

GRADE 002

496A ARCH/LAND ARCH/CIVIL ENG TRAIN

1/02/99	1052.69	1093.79	1139.38	1195.25	1255.72	1317.32	1384.66	1425.68	1467.86	
7/03/99	1057.95	1099.26	1145.08	1201.23	1262.00	1323.91	1391.58	1432.81	1475.20	
1/01/00	1089.69	1132.24	1179.43	1237.27	1299.86	1363.63	1433.33	1475.79	1519.46	

GRADE 003

372A *LIBRARY SPECIALIST

408A CHILD CARE PROGRAM COORDINATOR

1/02/99	1084.65	1128.00	1172.46	1231.76	1292.18	1358.40	1425.68	1468.98	1510.06	
7/03/99	1090.07	1133.64	1178.32	1237.92	1298.64	1365.19	1432.81	1476.32	1517.61	
1/01/00	1122.77	1167.65	1213.67	1275.06	1337.60	1406.15	1475.79	1520.61	1563.14	

GRADE 005

007A *LIBRARY SPECIALIST I

009A *SUBSTITUTE LIBRARY SPECIALIST

165A MANAGEMENT ASSISTANT I

165M MODIFIED DUTY WKR-MGMT ASST I

130 PARK NATURALIST/EDUCATION SPEC

263A VOLUNTEER COORDINATOR

1/02/99	1151.94	1197.56	1243.20	1308.14	1372.02	1440.48	1511.19	1556.79	1601.29	
7/03/99	1157.70	1203.55	1249.42	1314.68	1378.88	1447.68	1518.75	1564.57	1609.30	
1/01/00	1192.43	1239.66	1286.90	1354.12	1420.25	1491.11	1564.31	1611.51	1657.58	

GRADE 006

886 ECONOMIC DEVELOPMENT SPECIALIST I

976 GRAPHIC ARTIST I

1/02/99	1184.99	1232.91	1281.96	1346.97	1414.27	1483.82	1556.79	1604.69	1650.32
7/03/99	1190.91	1239.07	1288.37	1353.70	1421.34	1491.24	1564.57	1612.71	1658.57
1/01/00	1226.64	1276.24	1327.02	1394.31	1463.98	1535.98	1611.51	1661.09	1708.33

GRADE 007

008A *LIBRARY SPECIALIST II

001 ACCOUNTANT I

542A HUMAN RESOURCES SPECIALIST I

581A LIBRARY VOLUNTEER COORDINATOR

375A MUNICIPAL EQUIPMENT COORDINATR

820 NUTRITIONIST I

012A PROJECT MANAGER I

038A PUBLIC INFO SPECIALIST I

392 RESEARCH ANALYST I

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1219.21	1268.25	1320.76	1385.71	1456.46	1529.48	1604.69	1652.60	1700.51
7/03/99	1225.31	1274.59	1327.36	1392.64	1463.74	1537.13	1612.71	1660.86	1709.01
1/01/00	1262.07	1312.83	1367.18	1434.42	1507.65	1583.24	1661.09	1710.69	1760.28

GRADE 008

306A BUSINESS ASSIST SPECIALIST

249 LIBRARIAN I

220A VIDEO PRODUCTION SPECIALIST

1/02/99	1256.84	1308.14	1360.62	1427.95	1497.48	1573.95	1652.51	1702.81	1751.83
7/03/99	1263.12	1314.68	1367.42	1435.09	1504.97	1581.82	1660.77	1711.32	1760.59
1/01/00	1301.01	1354.12	1408.44	1478.14	1550.12	1629.27	1710.59	1762.66	1813.41

GRADE 009

128 CRIMINALIST I
 908 EMPLOYMENT AND TRNG PLANNER
 828 GRANTS ASSISTANT
 977 GRAPHIC ARTIST II
 575 HEALTH EDUCATOR I
 896 LANDSCAPE ARCHITECT I
 166A MANAGEMENT ASSISTANT II
 520 WATER QUALITY SPECIALIST I

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1293.32	1346.97	1400.55	1470.18	1544.27	1621.84	1702.81	1751.83	1803.16
7/03/99	1299.79	1353.70	1407.55	1477.53	1551.99	1629.95	1711.32	1760.59	1812.18
1/01/00	1338.78	1394.31	1449.78	1521.86	1598.55	1678.85	1762.66	1813.41	1866.55

GRADE 010

684 ARBORIST
 934 CITY PLANNER II
 887 ECONOMIC DEVLMT SPECIALIST II
 425A HEALTH & FITNESS SPECIALIST
 233 HEALTH STATISTICIAN
 114A MEDICAL RECORDS ADMINISTRATOR
 013A PROJECT MANAGER II
 393 RESEARCH ANALYST II
 424A RESEARCH LIBRARIAN
 658 SOCIAL WORKER

1/02/99	1334.43	1385.71	1440.48	1513.46	1589.88	1669.72	1751.83	1805.44	1859.08
7/03/99	1341.10	1392.64	1447.68	1521.03	1597.83	1678.07	1760.59	1814.47	1868.38
1/01/00	1381.33	1434.42	1491.11	1566.66	1645.76	1728.41	1813.41	1868.90	1924.43

GRADE 011

133A *OFFICE SERVICES ADMIN-SUPERV
 002 ACCOUNTANT II
 011 ARCHITECT I
 370A CITIZEN SERVICE SENIOR ANALYST
 105 CIVIL ENGINEER I
 659 CIVIL ENGINEER I--WATER UTIL
 130A COUNCIL RESEARCH ANALYST
 501A CRIME PREVENTION COORDINATOR
 255A ENVIRONMENTAL HEALTH SPEC I
 257A ENVIRONMENTAL HEALTH SUPV
 543A HUMAN RESOURCES SPECIALIST II

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1373.21	1429.07	1486.09	1560.21	1637.77	1721.07	1805.44	1855.64	1914.94
7/03/99	1380.08	1436.22	1493.52	1568.01	1645.96	1729.68	1814.47	1864.92	1924.51
1/01/00	1421.48	1479.31	1538.33	1615.05	1695.34	1781.57	1868.90	1920.87	1982.25

GRADE 012

395A HUMAN RIGHTS SPECIALIST
 383 RECREATION DIRECTOR II
 326A VALUE ANALYST I

1/02/99	1415.35	1471.29	1530.57	1605.87	1686.86	1771.23	1859.08	1917.21	1971.99
7/03/99	1422.43	1478.65	1538.22	1613.90	1695.29	1780.09	1868.38	1926.80	1981.85
1/01/00	1465.10	1523.01	1584.37	1662.32	1746.15	1833.49	1924.43	1984.60	2041.31

GRADE 12T

710A IS SYSTEMS CONSULTANT I

	Start	6 mo.	1-yr	1.5-yr	2-yr	2.5-yr	3-yr	3.5-yr	4-yr	4.5-yr
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1/02/99	1415.35	1471.29	1530.57	1568.22	1605.87	1646.36	1686.86	1747.87	1808.89	1853.94

5-yr	5.5-yr	6-yr	6.5-yr	7-yr	10-yr	15-yr
(11)	(12)	(13)	(14)	(15)	(16)	(17)
1899.00	1946.31	1993.63	2043.83	2094.01	2155.62	2218.34

	Start	6 mo.	1-yr	1.5-yr	2-yr	2.5-yr	3-yr	3.5-yr	4-yr	4.5-yr
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
7/03/99	1422.43	1478.65	1538.22	1576.06	1613.90	1654.59	1695.29	1756.61	1817.93	1863.21

5-yr	5.5-yr	6-yr	6.5-yr	7-yr	10-yr	15-yr
(11)	(12)	(13)	(14)	(15)	(16)	(17)
1908.50	1956.04	2003.60	2054.05	2104.48	2166.40	2229.43

	Start	6 mo.	1-yr	1.5-yr	2-yr	2.5-yr	3-yr	3.5-yr	4-yr	4.5-yr
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1/01/00	1465.10	1523.01	1584.37	1623.34	1662.32	1704.23	1746.15	1809.31	1872.47	1919.11

5-yr	5.5-yr	6-yr	6.5-yr	7-yr	10-yr	15-yr
(11)	(12)	(13)	(14)	(15)	(16)	(17)
1965.76	2014.72	2063.71	2115.67	2167.61	2231.39	2296.31

GRADE 013

888 ECONOMIC DEVELOPMENT SPECIALIST III
 256A ENVIRONMENTAL HEALTH SPEC II
 829 GRANTS SPECIALIST
 576 HEALTH EDUCATOR II
 897 LANDSCAPE ARCHITECT II
 167A MANAGEMENT ASSISTANT III
 296A MEDICAL TECHNOLOGIST
 821 NUTRITIONIST II
 974 OCCUPATIONAL SAFETY & HEALTH ANALYST
 039A PUBLIC INFO SPECIALIST II
 288A SAFETY OFFICER
 909 SENIOR EMPLOYMENT & TRAINING PLANNER
 330A VIDEO PRODUCTION COORDINATOR
 521 WATER QUALITY SPECIALIST II

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1457.57	1514.60	1576.21	1656.03	1735.87	1823.72	1917.21	1973.12	2028.95
7/03/99	1464.86	1522.17	1584.09	1664.31	1744.55	1832.84	1926.80	1982.99	2039.09
1/01/00	1508.81	1567.84	1631.61	1714.24	1796.89	1887.83	1984.60	2042.48	2100.26

GRADE 014

599A ADMIN ASST - DEPT OF PED
 598 CITIZEN PARTICIPATION COORD
 935 CITY PLANNER III
 544A HUMAN RESOURCES SPECIALIST III
 250 LIBRARIAN II
 139A NURSE PRACTITIONER-OB GYN
 565 PUBLIC HEALTH NURSE
 394 RESEARCH ANALYST III

1/02/99	1500.94	1560.21	1622.94	1703.98	1790.65	1878.46	1973.12	2031.27	2091.73
7/03/99	1508.44	1568.01	1631.05	1712.50	1799.60	1887.85	1982.99	2041.43	2102.19
1/01/00	1553.69	1615.05	1679.98	1763.88	1853.59	1944.49	2042.48	2102.67	2165.26

GRADE 015

246 **LANDSCAPE ARCHITECT II
 003 ACCOUNTANT III
 012 ARCHITECT II
 026 ASSISTANT CHIEF SURVEYOR
 106 CIVIL ENGINEER II
 108 CIVIL ENGINEER II--WATER UTILITY
 129 CRIMINALIST II
 129A ENVIRON HEALTH ADM ANALYST
 110A HEALTH ANALYST
 530A PUBLIC EDUCATION OFFICER-FIRE DEPARTMENT
 623A FLEET SERVICES COORDINATOR

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1546.52	1609.26	1672.01	1754.15	1843.08	1934.33	2031.27	2094.01	2155.62
7/03/99	1554.25	1617.31	1680.37	1762.92	1852.30	1944.00	2041.43	2104.48	2166.40
1/01/00	1600.88	1665.83	1730.78	1815.81	1907.87	2002.32	2102.67	2167.61	2231.39

GRADE 016

092A ADMIN ASSISTANT--FIRE DEPT
 321A ARTS DEVELOPMENT MANAGER
 391A EDP DATABASE COORDINATOR
 204A MANAGEMENT ANALYST
 610A MANAGEMENT ASSISTANT IV
 088A PHYSICAL FITNESS COORDINATOR
 776 PROGRAM COORDINATOR
 014A PROJECT MANAGER III
 413A SELECTION & VALIDATION SPEC

1/02/99	1593.30	1657.19	1722.21	1808.89	1899.00	1993.63	2094.01	2155.62	2218.34
7/03/99	1601.27	1665.48	1730.82	1817.93	1908.50	2003.60	2104.48	2166.40	2229.43
1/01/00	1649.31	1715.44	1782.74	1872.47	1965.76	2063.71	2167.61	2231.39	2296.31

GRADE 017

389A CHILD CARE COORDINATOR
 517A PHYSICIAN ASSISTANT

1/02/99	1641.20	1706.25	1774.64	1861.37	1953.70	2052.96	2155.62	2221.74	2287.91
7/03/99	1649.41	1714.78	1783.51	1870.68	1963.47	2063.22	2166.40	2232.85	2299.35
1/01/00	1698.89	1766.22	1837.02	1926.80	2022.37	2125.12	2231.39	2299.84	2368.33

GRADE 018

081A EPIDEMIOLOGIST
898 LANDSCAPE ARCHITECT III
379A LIBRARIAN III
611A WATER QUALITY SPECIALIST III

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1690.28	1756.39	1826.00	1919.46	2014.18	2116.82	2221.74	2289.03	2352.92
7/03/99	1698.73	1765.17	1835.13	1929.06	2024.25	2127.40	2232.85	2300.48	2364.68
1/01/00	1749.69	1818.13	1890.18	1986.93	2084.98	2191.22	2299.84	2369.49	2435.62

GRADE 019

280A HUMAN RIGHTS PROGRAM ANALYST
803A LIBRARY INFORMATION RES. COORDINATOR

1/02/99	1741.57	1809.99	1880.70	1975.39	2074.60	2178.40	2289.03	2354.03	2424.73
7/03/99	1750.28	1819.04	1890.10	1985.27	2084.97	2189.29	2300.48	2365.80	2436.85
1/01/00	1802.79	1873.61	1946.80	2044.83	2147.52	2254.97	2369.49	2436.77	2509.96

GRADE 020

013 ARCHITECT III
591 CITY PLANNER IV
107 CIVIL ENGINEER III
109 CIVIL ENGINEER III--WATER UTIL
889 ECONOMIC DEVLMT SPECIALIST IV
117A ECONOMIC PLANNER
160 ELECTRICAL ENGINEER III
533A FIRE PROTECTION ENGINEER
830 GRANTS MANAGER
251 LIBRARIAN III
395 RESEARCH ANALYST IV
444 STRUCTURAL ENGINEER

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1792.95	1864.75	1938.90	2035.85	2137.34	2244.53	2356.34	2425.91	2497.75
7/03/99	1801.91	1874.07	1948.59	2046.03	2148.03	2255.75	2368.12	2438.04	2510.24
1/01/00	1855.97	1930.29	2007.05	2107.41	2212.47	2323.42	2439.16	2511.18	2585.55

GRADE 20T

709A IS INFORMATION/TECHNICAL ANALYST V

711A IS SYSTEMS CONSULTANT II

	Start	6 mo.	1-yr	1.5-yr	2-yr	2.5-yr	3-yr	3.5-yr	4-yr	4.5-yr
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1/02/99	1792.95	1864.75	1938.90	1987.38	2035.85	2086.59	2137.34	2190.94	2244.53	2300.44
								5-yr	10-yr	15-yr
								(11)	(12)	(13)
								2356.34	2425.91	2497.75

	Start	6 mo.	1-yr	1.5-yr	2-yr	2.5-yr	3-yr	3.5-yr	4-yr	4.5-yr
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
7/03/99	1801.91	1874.07	1948.59	1997.32	2046.03	2097.02	2148.03	2201.89	2255.75	2311.94
								5-yr	10-yr	15-yr
								(11)	(12)	(13)
								2368.12	2438.04	2510.24

	Start	6 mo.	1-yr	1.5-yr	2-yr	2.5-yr	3-yr	3.5-yr	4-yr	4.5-yr
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1/01/00	1855.97	1930.29	2007.05	2057.24	2107.41	2159.93	2212.47	2267.95	2323.42	2381.30
								5-yr	10-yr	15-yr
								(11)	(12)	(13)
								2439.16	2511.18	2585.55

GRADE 022

879 PROJECT MANAGER IV

294A PROJECT MANAGER IV--PUBLIC WKS

328A VALUE ANALYST III

	A	B	C	D	E	F	G	10-yr.	15-yr.
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1/02/99	1901.26	1976.53	2056.37	2159.00	2267.37	2380.26	2498.87	2574.17	2649.43
7/03/99	1910.77	1986.41	2066.65	2169.80	2278.71	2392.16	2511.36	2587.04	2662.68
1/01/00	1968.09	2046.00	2128.65	2234.89	2347.07	2463.92	2586.70	2664.65	2742.56

GRADE 22T

712A IS SYSTEMS CONSULTANT III

	Start (1)	6 mo. (2)	1-yr (3)	1.5-yr (4)	2-yr (5)	2.5-yr (6)	3-yr (7)	3.5-yr (8)	4-yr (9)	4.5-yr (10)
1/02/99	1901.26	1976.53	2056.37	2128.09	2159.00	2213.19	2267.37	2323.82	2380.26	2439.56
								5-yr (11)	10-yr (12)	15-yr (13)
								2498.87	2370.17	2649.43

	Start (1)	6 mo. (2)	1-yr (3)	1.5-yr (4)	2-yr (5)	2.5-yr (6)	3-yr (7)	3.5-yr (8)	4-yr (9)	4.5-yr (10)
7/03/99	1910.77	1986.41	2066.65	2138.73	2169.80	2224.26	2278.71	2335.44	2392.16	2451.76
								5-yr (11)	10-yr (12)	15-yr (13)
								2511.36	2382.02	2662.68

	Start (1)	6 mo. (2)	1-yr (3)	1.5-yr (4)	2-yr (5)	2.5-yr (6)	3-yr (7)	3.5-yr (8)	4-yr (9)	4.5-yr (10)
1/01/00	1968.09	2046.00	2128.65	2202.89	2234.89	2290.99	2347.07	2405.50	2463.92	2525.31
								5-yr (11)	10-yr (12)	15-yr (13)
								2586.70	2453.48	2742.56

GRADE 023

628A LANDSCAPE ARCHITECT IV

	A (1)	B (2)	C (3)	D (4)	E (5)	F (6)	G (7)	10-yr. (8)	15-yr. (9)
1/02/99	1959.45	2036.99	2119.40	2224.03	2333.89	2453.28	2574.17	2652.87	2730.42
7/03/99	1969.25	2047.17	2130.00	2235.15	2345.56	2465.55	2587.04	2666.13	2744.07
1/01/00	2028.33	2108.59	2193.90	2302.20	2415.93	2539.52	2664.65	2746.11	2826.39